



together possible.

WWF Regional Office for Africa,
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Gabon Country Office
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JOB DESCRIPTION

Position title: Fundraising Specialist
Report to: Country Director, WWF-Gabon
Supervises: N/A
Location: Libreville, Gabon
Contract duration: 12 months
Date: April 18
Anticipated starting date: July 2018

1. Main Mission:

Mobilize funds from diversified sources (public and private donors, corporates and other relevant investors and stakeholders) to come in support for the implementation of the Country Strategic Plan, covering Gabon and the Republic of Congo, ensuring WWF-Gabon financial viability.

2. Key responsibilities include:

- Develop a two-year fundraising plan based on 1) Previous successes in fundraising and 2) Diversified sources of funding;
- Research and identify new institutional funding sources to optimize the office income basket;
- Write effective fundraising applications based on existing programmes or in response to calls for proposals from government and institutional donors;
- Coordinate with colleagues in the programme teams to compile the information required for developing proposals;
- Undertake networking activities to keep up-to-date with development in funding practices and sources;
- Attract, build and develop relationships with new and existing donors to secure long term funds;
- Meet fundraising targets, timelines and income projections.

3. Key expected achievements for this contract

- Develop a fundraising action plan by end of December 2018;
- Develop, finalise and submit at least 6 fund-raising proposals by June 2019
- Raise a minimum of Euro 2,000,000/ year based on the fundraising plan, from new resources.

4. Required qualifications and experience:

- Advanced University degree in Business Administration, Management, Economics, Development studies, Fundraising, Marketing, International Relations, Communication, Social Sciences or other related fields;
- At least three (3) years of progressively responsible professional work experience at national and international levels in fundraising or business development for an international organization, non-profits or companies, coupled with significant managerial and leadership experience, including management responsibility for a national, regional or global fundraising programme covering multiple private sector audiences.;
- Strong capacities in writing proposals;
- Excellent experience in partnership building, especially with donors and WWF network;

President: Yolanda Kakabadse
Director General: Marco Lambertini
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernhard of The
Netherlands

Registered as:
WWF-World Wide Fund For Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza
WWF-Fonds Mondial pour la Nature
WWF-Welt Natur Fonds
Also known as World Wildlife Fund

- Strong administrative and financial management skills and excellent organizational skills;
- Excellent project management skills to handle complex, multi-faceted projects.
- Good communication skills, in French and English;
- Knowledge of Central African context and of Gabon in particular.

5. Required skills and competencies:

- Quickly builds rapport with individuals and groups. Actively nurtures good relationships with people across all organizational levels and boundaries;
- Excellent inter-personal skills, and proven ability to build and maintain strong relationships;
- Strong cross-cultural skills and versatility in dealing with different types of partnerships;
- Personal integrity with an honest and open personal style;
- Approachable, and an ability to engage partners at all levels;
- Adherence to WWF’s values, which are: Knowledgeable, Optimistic, Determined and Engaging.

6. Supervisory Responsibilities

N/A

7. Working Relationships

Internal - Is part of Gabon Country Office’s Senior Management Team and thus contributes to the overall decision making in the office. Works closely with staff in other departments on a daily basis, particularly with the conservation and finance teams. Coordinates and interacts with WWF Regional Offices, WWF International.

External - Interacts with government agencies, embassies, national governmental institutions, non-governmental organizations, academic institutions, business and industry leaders, the media, donors and other stakeholders.

This job description covers the main tasks. Other tasks may be assigned as necessary according to organizational needs.

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____

Accepted by employee: _____

Date: _____